

# JUDICIAL COUNCIL OF CALIFORNIA

**Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102**  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE: ACCOUNTING TECHNICIAN**

**JOB REQUISITION: 2575**

**LOCATION: SAN FRANCISCO**

Chaired by Chief Justice Ronald M. George, the Judicial Council of California provides policy direction to the courts and advises the Governor and the Legislature concerning court practice, procedure, and administration. The council performs both constitutionally mandated and other functions with the support of its staff agency, the Administrative Office of the Courts (AOC).

The AOC comprises a staff of approximately 620 involved in its mission of support to the Judicial Council and the state appellate and trial courts. The agency provides a full complement of administrative support including legal research and advice; court project development and implementation; legislative analysis and advocacy; judicial and staff education; human resources; information systems development; accounting and business services; and budget advocacy, development, and management.

### FINANCE DIVISION

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, contract development and management, auditing, and trial court fiscal services for the judicial branch of California government. It also provides accurate and timely financial data to the legislative and executive branches and other constituents. The division comprises four offices: Accounting and Business Services, Budget Management, Internal Audit, and Trial Court Fiscal Services.

Reporting to the Supervising Accountant, the Accounting Technician will be responsible for accurately performing accounting operations work in support of various judicial branch agencies.

### RESPONSIBILITIES

- Audit and review travel expense claims and invoices for appropriateness and verify account code;
- Audit, review & monitor advance requests;
- Assign vendor number to travel expense claims and invoices;
- Input travel claims and invoices, edit inputted data for accuracy and balance them to the source documents;
- Photocopy documents as necessary;
- Answers telephone and e-mails inquiries and trouble shoot payable problems related to invoice transactions;
- Assist in year-end closing;
- Preparation of periodic reports and special excel reports; and
- Other duties as assigned.

### QUALIFICATIONS

Equivalent to an associate degree, preferably with major course work in accounting, and two years of experience performing accounting operations work such as processing invoices and claims, reviewing documents, assisting in the preparation of periodic reports and financial statements, and other similar work.

Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.

This position may require occasional evening and weekend hours.

**HOW TO APPLY**

This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these materials will not be considered. To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled.

To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Finance/Accounting/Budget, and refer to Accounting Technician, Job Req. #2575".

OR

To obtain a printed application, please visit:

Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3660  
415-865-4272 Telecommunications Device for the Deaf

**PAY AND BENEFIT(S)**

Salary Range: \$4,009 - \$4,874 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts is an Equal Opportunity Employer**

**A supplemental questionnaire follows this announcement.**

**SUPPLEMENTAL QUESTIONNAIRE**  
**for**  
**ACCOUNTING TECHNICIAN**  
**JOB REQUISITION #2575**

**The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.**

**Your answers to all of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.**

1. Briefly describe the scope and extent of your accounts payable experience as it relates to your current position and/or the position where the majority of your accounts payable experience lies. Please include your specific duties, size of the overall organization and accounting unit, and your ability to meet deadlines.
2. Describe your experience, if any, performing reconciliations. Please include the types of reconciliations and your specific duties associated with the process.
3. Describe your experience, if any, working with automated financial record keeping systems. Please list the specific software or systems used and any reports you were responsible for generating.
4. Describe your experience, if any, in reviewing contracts to ensure invoice compliance with the payment terms for contracted vendors.